

COUNTY AUDITOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for overseeing the Office of Audit and Control and for auditing all claims, accounts, and demands which are made a county charge by law or which would otherwise be audited by the legislative body. In accordance with the County Charter, the County Auditor is the chief accounting, reporting and auditing officer for the county government. Work is performed under general direction of the County Manager in accordance with established policies, generally acceptable auditing standards and generally acceptable accounting principles.

TYPICAL WORK ACTIVITIES:

Audits and certifies for payment by the County Treasurer all lawful claims or charges against the county or against funds for which the county is responsible;

Conducts financial and compliance audits of records and accounts for all officers and employees charged with any duty relating to county funds or funds for which the county is responsible;

Conducts management and performance audits of county administrative units and county funded programs and submits audit reports to the County Manager and the legislative body;

Provides such other accounting reports and interpretation thereof to the legislative body and the County Manager as requested on a timely basis;

Performs such other and related duties as shall be required or delegated by New York State Law, the County Charter, or the legislative body.

Determines the legality of all claims against the county.

Examines and audits the books, records, vouchers, and other papers pertaining to the money, funds, and property of any county officer or department;

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Prepares reports concerning the propriety of accounting processes and record keeping for county departments.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of governmental accounting; thorough knowledge of general accounting principles and practices used in the preparation of financial statements, the recording and reporting of financial transactions, and the use of information in financial decision making; thorough knowledge of Generally Accepted Accounting Principles (GAAP); thorough knowledge of general and governmental auditing techniques and Generally Accepted Auditing Standards (GAAS); good knowledge of general and governmental purchasing requirements; ability to audit financial and other records and detect irregularities; ability to prepare accounting and auditing reports and analyses; ability to understand and interpret tabular material; ability to present ideas clearly both orally and in writing; resourcefulness in solving accounting and auditing problems; and good judgment.

MINIMUM QUALIFICATIONS:

Possession of a Bachelors Degree in accounting or public administration from a college or university recognized by the New York State Education Department, and five (5) years of auditing and accounting experience.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed: 12/16/97
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 1/27/2023
Revised and Replaced in Classplan: 12/31/2024 (Edu)